

First 5 Commission of San Diego

Subject: Letters of Support/Memorandums of Understanding to Local Programs

Policy Number: CFC-001 Effective Date: December 4, 2000

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Purpose

To establish Commission policy to provide letters of support/Memorandums of Understanding (MOU) to local programs that are providing services to children zero to five, that are consistent with the First 5 Commission of San Diego strategic plan and further the mission, vision, values, and operating principles of the Commission.

Background

Increasingly, First 5 Commission of San Diego (Commission), Commission agents, and others are providing funding opportunities to local Commission programs. There are also a number of federal grant opportunities and new legislation that provide funding. Progressively more, the local Commission is being asked to provide letters of support/memorandums of understanding for these programs, as a condition of eligibility.

Three types of requests can be made of the Commission:

- 1) Letter of Support: Requires the Commission to make a finding that the proposed program/project is consistent with the Commission's strategic plan.
- 2) Letter of Acknowledgement: Requires the Commission to express its awareness of local organization's application for funds.
- 3) Memorandum of Understanding: Requires the Commission's partnership with a local organization to propose a funding program/project, and may be making a funding commitment.

Policy

It is the policy of the Commission to advocate for funders to:

- 1) Provide 60 day notice of requirement for letters of acknowledgement/support and memorandums of understanding; and
- 2) Certification forms for letters of acknowledgement.

Further, it is the policy of the First 5 Commission of San Diego that letters of support and letters of acknowledgement do not make a commitment of Commission funds. The Executive Director of the Commission has authority to execute and sign letters of acknowledgement, without Commission approval, but will notify the Commission by copy of the letter. Letters of support

and MOUs involving policy decisions and/or the commitment of future funding will be presented to the Commission. The Commission will review, and if appropriate, make a finding that the program/project is consistent with the strategic plan, and vote to approve.

Procedure

1) Local programs seeking letters of acknowledgement/support/MOUs will, at a minimum:

- a) Make a request in writing to the local Commission Executive Director, allowing 30 days processing time, unless approval is received for exemption of the 30 day processing time frame;
- b) Provide documents that outline the funding opportunity; and
- c) Provide an executive summary, which identifies the outcomes of the proposed program.

2) Commission Staff will:

- a) Review all documents;
- b) Waive the 30 day processing time frame if a finding is made that the local organization did not have sufficient notice to request Commission action more timely;
- c) Prepare the letter of acknowledgement/support/MOU, if the program meets the prescribed criteria;
- d) Present the letter of support/MOU to the Technical and Professional Advisory Committee (TPAC) for review and comment; and
- e) Present the letter to the Commission for approval. Once approved, the Commission Chair or Vice Chair will sign the letter, unless authority is delegated to the Executive Director by action of the Commission.

Sunset Review: March 2005

Approved:

March 10, 2003
Date

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Commission Item No.